



# City and County of Broomfield **Sales Tax Administration**

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P.O. Box 407

BROOMFIELD, CO 80038-0407

303-464-5811  
(fax) 303-410-3802  
[salestax@broomfield.org](mailto:salestax@broomfield.org)  
[www.broomfield.org/salestax/](http://www.broomfield.org/salestax/)

## **SALES TAX REMITTANCE PROCEDURE** (City & County of Broomfield tax only) **Special Event Retail Sales**

Dear Special Event Vendor:

The City and County of Broomfield Sales Tax Administration has adopted the following procedure for sales event retail sales:

- The Special Event Sales Tax License is no longer necessary. The organizer of the special event would be required to obtain a sales tax license from the City & County of Broomfield.
- Please find enclosed a Special Event Sales Tax Return. After the event, please fill out enclosed special event sales tax return form, deliver it to the organizer at the end of the special event, or mail it with remittance or zero return to Sales Tax Administration within 10 days to:

City and County of Broomfield  
Sales Tax Administration  
P.O. Box 407  
Broomfield, CO 80038-0407

**OR**

Deliver the Special Event Sales Tax Return with check or cash or zero return to:

Broomfield City and County Building (Central Records)  
One DesCombes Dr.  
Broomfield, CO 80020

You may also contact the Sales Tax Department at (303) 464-5811 for questions regarding sales tax remittance or use our website [www.broomfieldsalestax.com](http://www.broomfieldsalestax.com) or email us at [salestax@broomfield.org](mailto:salestax@broomfield.org).